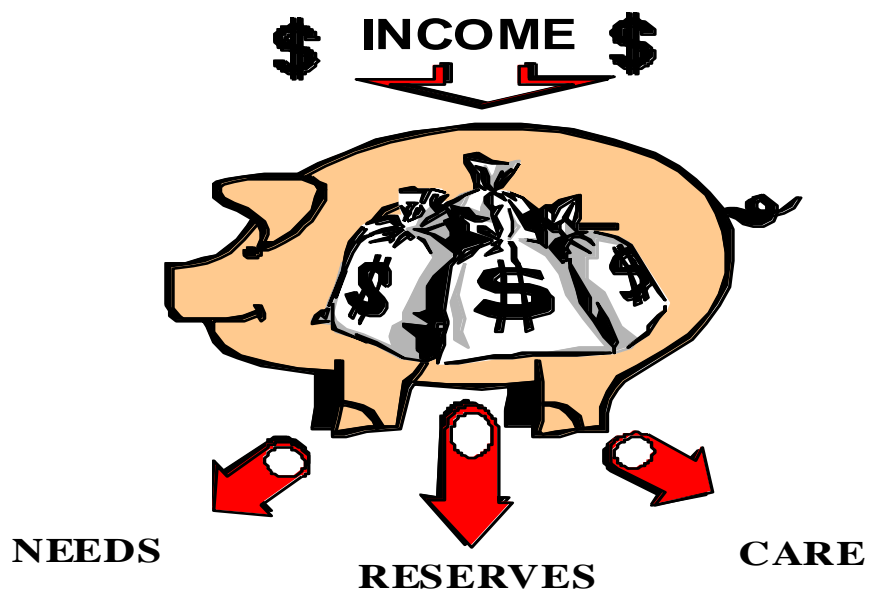


TRUST ACCOUNTS

Trust Account Expenditure Requests

Income/Expenditure History

TRUST ACCOUNTS



PA-03

- System approvals and automatic alerts
- Instant expenditure and account histories
- The ability to view a clients Trust Account Income/Money

```
CAFSTAEI                TRUST ACCOUNT EXPENDITURE LIST              06/13/2011   11:14
USER ID : C84142                                PAGE NO:    1
CAPS ID : 00002120      25     NAME: FISCHER, DAWNNA

TOTAL:        600.00 RESERVE:       75.00 C OF C:       500.00 MN RSRV:       25.00
AMOUNT TRANSFERRED TO SEARCHS:                   AMT FOR MED SPEND DOWN:

TO SELECT, ENTER I=INQUIRE, M=MODIFY, D=DELETE
--REQUEST--      --FIRST ITEM-- --TOTAL--      --APPROVAL--
SEL  PAY-NO  DATE      ID      TYPE  DESCRIPT  AMOUNT  DATE      ID      STS
_    000000096  01/01/05 C7TR20  SPNDS PERSONAL          50.00 06/13/11 CS4566  U
_
_
_
_
_
_
_
_
_
_
REPORT DATES: FROM:                  TO:

                                           PATH:
```

- ## CPS Specialist Training Guide – *Trust Accounts*

TAED - Trust Account Expenditure Detail

```

CAFSTAED          TRUST ACCOUNT EXPENDITURE DETAIL          06/13/2011    11:16
USER ID : C84142    MODIFY
CAPS ID : 00002120    25    NAME: FISCHER, DAWNNA

CURRENT RESERVE BALANCE:          75.00 EXPENDITURE REQUEST AMOUNT:          50.00
PAYEE: PROV:          FISCHER, DAWNNA
          OR          1045 N MONTANA AVE          IND WRNT?
          CAPS ID: 00002120    HELENA          MT    59601 - 3575
TO SELECT, ENTER A=ADD, D=DELETE, M=MODIFY, OR I=INQUIRE

          SERVICE
S TYPE  DESCRIPTION  AMOUNT  MM/YEAR  S TYPE  DESCRIPTION  AMOUNT  MM/YEAR
_ SPNDS  PERSONAL NE    25.00  12/2004  _ STRNT  SPECIAL TRA    25.00  12/2004
COMMENTS: CLOTHING AND BUS FARE

WORKER :          C7TR20    TWENTY, TRAINEE          DATE REQUESTED: 01/01/2005
APPROVAL: A  BY: CS4566    REYNOLDS, MARY          DATE APPROVED : 06/13/2011
ADMIN   :          BY:          DATE APPROVED :
RELEASE :          BY:          DATE APPROVED :
CO CMNT :

SHIFT+F1=ACCEPT

          PATH:
  
```

- This screen will be used by workers to request and approve disbursements from a specific clients Trust Account
- Trust Account Reserve Balance is the current reserve balance less any pending expenditure requests
 - All payees must be in the system as providers, unless the payee is the client
- A warrant is generated when the final approval is made and Central Office has released it
- Expenses will not be paid if the balance of the reserve is zero
 - Expenses will not be paid out of the cost of care allocation
- A Trust Account can be closed only if the balance is zero after all pending expenditures are approved
- Comments should be entered for vague expenditure items (such as “personal needs”) to clarify what the funds are being requested for.
- If the IND WRNT flag is marked with a “Y”, a separate check will be sent to the payee for this payment only and will not be combined with any other payments.

TAHL - Trust Account History List

CAFSTAHL		TRUST ACCOUNT HISTORY LIST			07/05/2006 13:44	
USER ID : CS4566		INQUIRE			PAGE NO: 1	
CAPS ID : 00001005		00		NAME: TRUST, JOE		
TO SELECT, ENTER I=INQUIRE			BEGIN DATE: 01/01/2000		END DATE: 07/05/2006	
SEL	MM/YEAR	BEG BALANCE	INCOME	EXPENDITURES & BAL ADJS	COST OF CARE	END BALANCE
-	01/2000	-34.45	0.00	0.00	0.00	-34.45
-	02/2000	-34.45	0.00	0.00	0.00	-34.45
-	03/2000	-34.45	0.00	-200.00	0.00	-234.45
-	04/2000	-234.45	0.00	0.00	0.00	-234.45
-	05/2000	-234.45	0.00	0.00	0.00	-234.45
-	06/2000	-234.45	0.00	0.00	0.00	-234.45
-	07/2000	-234.45	3,000.00	0.00	-716.77	2,048.78
-	08/2000	2,048.78	0.00	0.00	-575.82	1,472.96
-	09/2000	1,472.96	0.00	0.00	0.00	1,472.96
-	10/2000	1,472.96	0.00	0.00	0.00	1,472.96
-	11/2000	1,472.96	0.00	0.00	0.00	1,472.96
-	12/2000	1,472.96	0.00	0.00	0.00	1,472.96
=====						
PERIOD TOTALS:			4,250.00	-730.00	-1,162.34	
FS900001 NEW INFORMATION DISPLAYED				. PATH: █		

- This screen displays a month by month summary of all activity in a specific clients Trust Account
- The INCOME column information is the total of what was recorded on the Trust Account
- The EXPENDITURES information comes from what was approved on the TAED (Trust Account Expenditure Detail) screen for the client for the month
- The COST OF CARE information reflects money which as been removed from the client's Trust Account to offset state Cost of Care expenses

TAHD - Trust Account History Detail

CAFSTAH		TRUST ACCOUNT HISTORY DETAIL			06/15/2009		14:24	
USER ID : CS4566		INQUIRE			PAGE NO:		1	
CAPS ID : 00001005		00		NAME: TRUST, JOE				
		EXPENDITURES						
MONTH	BEGIN BALANCE	INCOME		& BAL ADJS		COST OF CARE		END BALANCE
05/2009	2,415.14	0.00		-150.00		-566.08		1,699.06
DATE	TYPE	DEPOSIT ID	PAYMENT	INCOME/EXPENDITURE				
			NUMBER	TYPE	DESCRIPTION	AMOUNT		
05/08/09	FR					-1,984.36		
05/08/09	TC					1,984.36		
05/22/09	EO		000003872	SPNDS	PERSONAL NEEDS-INCLUDE	-50.00		
05/22/09	EO		000003874	SPNDS	PERSONAL NEEDS-INCLUDE	-100.00		
05/22/09	TR					434.61		
05/22/09	FC					-434.61		
05/22/09	CA		000003873			-566.08		
FS900001 NEW INFORMATION DISPLAYED					. PATH: ■			

- This screen lists the detail of activity in a clients Trust Account for a specific month
- Each Trust Account activity is displayed, along with its activity
- MEDICAL SPEND DOWN information can be identified through the code of “MN” (Located in the TYPE field)